

## **ECONOMIC DEVELOPMENT DIRECTOR**

### **General Description:**

This position is responsible for performing economic development research and related activities, including commercial and industrial attraction and retention. This includes strategic planning, working with existing businesses and industries, meeting with business leaders, making recommendations, public relations and other related duties.

### **Duties and Responsibilities:**

- Evaluate community and economic development needs and formulate short and long range plans to meet same.
- Develop and implement strategies to attract, expand and retain economic growth of commercial and industrial development through interactions with company representatives, landowners, real estate representatives, the Eureka Economic Development Council and the Eureka Chamber of Commerce.
- Act in a community and public relations capacity on behalf of the City as required, including news media interactions.
- Respond to the public, business community, Mayor, Board of Aldermen and Eureka Economic Development Council on Community and Economic Development matters.
- Establish and update a community profile and real estate inventory including demographics, available sites and buildings, land costs, lease rates and labor market.
- Provide assistance with annexation proposals.
- Assist with City of Eureka Comprehensive Plan development and implementation.
- Perform or coordinate special projects as assigned.
- Pursue grant funding to complement the City's economic development efforts.
- Prepare and disseminate economic development promotional materials.
- Create newsletters, news releases, website content and other publications as requested.
- Establish an active City of Eureka presence with the St. Louis County Economic Council, Missouri Department of Economic Development and other appropriate agencies and entities.
- Attend meetings, seminars, conferences and courses of instruction which foster the City's economic development objectives.
- Provide input during City planning and legislative processes as requested with respect to economic impacts of proposed and prospective development.
- The above duties are intended to illustrate the various types of work that may be performed and are listed in no particular order with respect to their relative importance or frequency with which they are performed. The omission of specific duties does not exclude them from the position, if the work is similar, related, or a logical assignment to the position.

### **Skills, Knowledge and Abilities:**

- Knowledge of applicable principles, policies, ordinances and regulations affecting economic development activities.
- Ability to promote the City and make public presentations before large groups.
- Technical knowledge of economic development incentives, along with a working knowledge of how to apply such tools to specific development/redevelopment projects.
- Ability to develop and coordinate the activities and development of the City with outside agencies and contracted services.
- Ability to effectively work with a wide range of government, community and business stakeholders in the management of community and economic development projects.
- Ability to establish and maintain effective working relationships with the City and other public officials and private sector executives and business representatives.

**Desired Minimum Qualifications:**

Bachelor's degree from an accredited university or college with major course work in business, economics, public administration, urban planning or a related field.

Experience involving the formulation, presentation and implementation of economic development and redevelopment programs.

Must possess good work habits and be an efficient, detail oriented independent worker.

**Necessary Special Qualifications:**

Possession of a valid Missouri State Operators License and safe driving record.

A criminal record check, employment physical and alcohol/drug screening test may be required as conditions of employment.